

**Arizona Department of Administration**  
**RISK MANAGEMENT SECTION**  
**PROPERTY LOSS REPORT**

AGENCY	DIVISION	SECTION	AFIS MAIL CODE	RMS NO. (FOR RMS USER ONLY)
This Report Involves: _____ State Building _____ State-Owned Property				
Person To Contact: _____				
Telephone Number: _____				
<b>FACTS</b>	Date of Loss: _____ Time: _____ Weather: _____			
	Location: _____			
	Description of Incident: _____			
	Who Was Notified?	Name	Address	Telephone
	What Action Was Taken by the Agency Following Damage?			
<b>PROPERTY</b>	Description of Property Involved: _____			
	Estimated Amount of Loss: _____			
<b>PARTY RESPONSIBLE FOR LOSS</b>	Name (Individual or Firm) _____			
	Address _____		Phone: _____	
<b>WITNESSES</b>	1) Name	Address		Phone No.
	2) Name	Address		Phone No.
	3) Name	Address		Phone No.
<b>POLICE REPORT</b>	Agency	Officer and ID No.		Report No.
<b>REMARKS</b>				
Reported By: _____ Date: _____ <div style="float: right; text-align: right;"> _____ Mail  _____ In Person  _____ Phone </div>				
Authorized Supervisor _____ Date: _____				

## PROPERTY LOSS REPORT

To submit a claim for state-owned property losses, a Risk Management Property Loss Report form must be completed by the agency, or in an emergency the loss can be reported by telephone. Timely reporting affords Risk Management the opportunity to inspect the damages and adjust the loss. Arizona Administrative Code Rules R2-10-102 and R2-10-104 goes into specific detail on reporting a loss to Risk Management. The following information should be included on the form.

1. **Agency Name:** Name of agency the loss affects.
2. **Division Name:** Name of the agency's division.
3. **Section Name:** Name of the agency's section (if applicable).
4. **AFIS Mail Code:** The AFIS Mail Code is necessary so Risk Management will know exactly where to send the warrant.
5. **Indicate whether it's a state-owned building or state owned property.**
6. **Contact Person:** This would be the person who is most familiar with the property and/or incident.
7. **Telephone Number(s):** The contact person's telephone number.
8. **Date of Loss:** The date the loss/incident occurred; and weather conditions (if applicable).
9. **Location:** List the location of incident.
10. **Description of Incident:** Describe the incident as it occurred or as it first became a loss.
11. **Who was notified:** Who was first notified of the loss (e.g. supervisor, police, Risk Management, etc.)
12. **What Action was Taken by the Agency following damage:** What did the agency do first?
13. **Describe the property involved:** Describe what type of property was damaged and/or stolen.
14. **Estimate Amount of Loss:** An approximate cost of repairs.
15. **Responsible Party:** Party that caused the loss.
16. **Witnesses:** Witnesses to the incident.
17. **Police Report:** Were any police reports filed? If available, list the Officer's name and I.D. number and report number.
18. **Remarks:** Any additional comments you may have concerning the loss.
19. **Report Taken By:** Who prepared the report and what mode of communication was used (e.g. mail, in person or telephone).
20. **Authorized Supervisor:** Supervisor's acknowledgement that loss occurred.